

# **Active Transportation Advisory Committee**

## **Structure and Responsibilities**

### **Mission**

This committee will serve as an advisory body to the City's Transportation Advisory Board (CTAB) on matters relating to the City's active transportation system. Particular attention is to be given to the on-going development and implementation of the Intermodal Transportation Plan. The focus of the Active Transportation Advisory Committee (ATAC) will be toward the development of the pedestrian and bicycle infrastructure.

The ATAC acts in an advisory capacity only, and does not have authority to direct City staff.

### **Membership**

The ATAC is composed of 9 members selected by City and CTAB staff. Collectively, the members will include 1 CTAB member along with 8 members selected from an interview process to total 9 members. A representative from each council district is desirable. Expertise and/or interest in transportation and transportation-related concerns, such as trails, bicycling and pedestrian issues, neighborhood issues, public transit issues, and business issues is desirable.

### **Selection of Committee Members**

City Staff will advertise position openings.

Interested residents of the City of Colorado Springs may submit a Letter of Interest addressed to the mayor's Office for membership consideration.

City employees and non-City residents are not eligible for appointments but may attend monthly public meetings.

### **Terms of Service**

Appointments to the Board will be made in such a manner as to achieve staggered three-year terms. At the expiration of a term, a member may apply to CTAB for reappointment, except that no member shall serve more than two full terms consecutively.

**Mid-term vacancies:** Replacements from mid-term vacancies will be approved by CTAB. City staff may re-advertise or choose a replacement from the most recent Letters of Interest received to fill vacant seats. Mid-term appointees complete the remainder of the vacated term and must reapply if interested in subsequent terms.

**Removal of members:** Upon petition of the strong majority (5 of the 9 members in support) a member may be recommended to CTAB for removal and replacement.

### **Responsibilities of the Active Transportation Advisory Committee**

#### **The ATAC is responsible for:**

Reviewing and making recommendations to the Citizens Transportation Advisory Board on bike and pedestrian transportation matters, including but not limited to:

- Changes and updates to applicable sections of the City Intermodal Transportation Plan
- Subarea transportation plans
- Citywide roadway design standards
- Transportation capital improvement project prioritization

#### **The ATAC is responsible to establish:**

- Designate spokesperson(s) to facilitate meetings, coordinate formal correspondence, take meeting notes and publicly represent the Committee in the absence of the CTAB appointed Chairperson.
- Procedural guidelines for conducting monthly meetings
- A means by which citizens are given an opportunity to provide input and participate in its meetings
- Development of criteria for removal of a member

#### **Staff is responsible for providing the committee with:**

Support that allows the ATAC to carry out the responsibilities listed above. Specifically, staff support for the ATAC meetings and ensuring public notification is achieved in accordance with the City Code